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THIS DOES NOT
CIRCULATE

AGREEMENT BETWEEN

BERGEN COMMUNITY COLLEGE FACULTY ASSOCIATION

AND

BERGEN COMMUNITY COLLEGE BOARD OF TRUSTEES

X JULY 1, 1982 - JUNE 30, 1983

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AND

BERGEN COMMUNITY COLLEGE FACULTY ASSOCIATION
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THIS AGREEMENT is entered into effective the first day of July, 1982, by and between the BOARD OF TRUSTEES OF BERGEN COMMUNITY COLLEGE, hereinafter referred to as the "BOARD" and the BERGEN COMMUNITY COLLEGE FACULTY ASSOCIATION, hereinafter referred to as the ASSOCIATION".

ARTICLES OF AGREEMENT

NOW, THEREFORE, the parties hereto agree as follows:

ARTICLE I - BARGAINING UNIT

1. The Board hereby recognizes the Association as the exclusive bargaining representative, as defined in Public Law 1973, Chapter 123, for the Bargaining Unit which shall be comprised of all full-time faculty holding the rank of Professor, Associate Professor, Assistant Professor, Instructor, or Associate Instructor, and of all full-time employees bearing the title of Library Associate, Professional Assistant or Technical Assistant whether said faculty and employees are on contract for a full calendar or academic year of any part thereof or on leave excluding the President of the College, Vice President, Deans, and the Director of Institutional Research.
2. The Board agrees not to negotiate with any member in the bargaining unit individually, or with any group within the bargaining unit other than the Association for the duration of this Agreement.
3. The Bargaining Unit shall hereinafter be designated as follows:

GROUP T - Full-time teaching faculty holding academic rank of Professor, Associate Professor, Assistant Professor, Instructor or Associate Instructor.

GROUP C - Full-Time faculty in the Community Services Division holding rank of Professor, Associate Professor, Assistant Professor or Instructor.

GROUP S - Full-time faculty in the areas of Student Development, Financial Aid and Veteran Service holding academic rank of Professor, Associate Professor, Assistant Professor or Instructor.

GROUP L - Full-time faculty in the Library and Learning Resources Center holding academic rank of Professor, Associate Professor, Assistant Professor or Instructor.

GROUP R - Full-time faculty in the areas of Admissions, External Relations, Information, Admissions Testing, Record, Registration, Scheduling, holding rank of Professor, Associate Professor, Assistant Professor or Instructor.

GROUP A - Library Associate, Professional Assistant, and Technical Assistant.

"FACULTY MEMBER" shall be defined as only members in Groups "C", "L", "R", "S" and "T".

"MEMBER" shall hereinafter be the term used to designate all individuals of the aforementioned Groups.

ARTICLE II - UNDERSTANDINGS RELATIVE TO THIS DOCUMENT

1. The dates of this contract are from July 1, 1982 until June 30, 1983.
2. This Agreement supersedes all previous understandings and agreements between the Association and the Board.
3. If any provision of this Agreement or any application of the Agreement to any member or group of members shall be found contrary to statutory law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by statutory law, but all other provisions or applications of the Agreement shall continue in full force and effect.
4. Should a mutually acceptable amendment be negotiated by the parties, it shall be reduced to writing and submitted to appropriate ratification procedures of the Board and the Association. At such time as it has been so ratified, it shall become part of this Agreement.
5. Any individual contract between the College and an individual member shall be subject to and consistent with the terms and conditions of this Agreement, which shall be binding during its duration.
6. The Board agrees to duplicate and present copies of this Agreement, within a reasonable time, after signing by both parties, to all members now employed or subsequently employed by the Board during the term of this Agreement.

ARTICLE III - NEGOTIATIONS

1. The parties shall enter into negotiation no later than October 15 of the date preceding the expiration of this contract, unless otherwise agreed to in writing by both parties.
2. Whenever any representative of the Association or any member is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conferences, or meetings which are related to Association matters, he shall suffer no loss in pay, nor be expected to compensate in any way for time spent in carrying out such responsibilities, nor shall he receive extra compensation therefore.
3. Neither the Board nor the Association shall have or exercise control over the selection of the negotiating representatives of the other party, and it is mutually agreed that said

representatives shall have all necessary authority to make proposals, consider proposals and make counter proposals during negotiations.

ARTICLE IV - BOARD RIGHTS AND RESPONSIBILITIES

1. The Association recognizes that the Board has the responsibility and the authority to manage and direct in behalf of the public and itself all the operations and activities of the College to the full extent authorized by law, provided that the exercise of such rights and responsibilities shall be in conformity with this Agreement.

ARTICLE V - ASSOCIATION RIGHTS AND RESPONSIBILITIES

1. The Association shall enjoy such rights and privileges as are accorded by this Agreement and by Law.
2. Duly authorized members of the Association shall be permitted to transact official Association business on College property when they have no instructional or office hours or other assigned responsibilities scheduled and when such transactions in no way interfere with College business or with the instructional or office hours or other assigned responsibilities of any other member of the College faculty or staff.
3. The Association shall supply, at its own cost, all materials, stationery and other supplies required for use in carrying on the administrative, financial or operational functions of the Association. College equipment, when not required for College purposes, shall be available for use on campus by the Association.
4. With the prior approval of the President or his designee which shall not be arbitrarily withheld, the Association's duly authorized representatives or members employed by the Board may be permitted use of College facilities for meeting purposes at such time and place as will not interfere with, delay or defer any activity or function of the College.
5. The Association may be permitted the use of the College internal mail and telephone systems. Postage for external mail for Association purposes shall be provided by the Association. All outside calls, local and long distance for Association purposes, shall be paid for by the Association.
6. The person who holds the office of President of the Association shall be provided a single occupancy office by the College, on campus, during his term of office, provided space limitations permit as determined by the President or his designee.
7. A bulletin board in a location designated by the President of the College for official Association purpose shall be provided in the main campus building.

8. Members are required to adhere to all rules and regulations, current and future, necessary for the proper administration and conduct of the College.

ARTICLE VI - CALENDAR

1. The President will review with the executive committee of the Association the recommended calendar submitted by the Senate before he makes his final decision.

ARTICLE VII - INDIVIDUAL CONTRACTS

1. Individual contracts for employees in Group "T" shall be from September 1st through June 30th each year. The College obligation for this Group shall be from September 1st to on or about June 15th, emergent matters permitting.
2. Individual contracts for employees in Groups "C", "L", "R", and "S" shall be from July 1st through June 30th each year except that individual contracts for new employees in Groups "C", "L", "R", "S", hired after the 1979-80 school year, may be issued on a ten (10) or eleven (11) month basis. Members working on an eleven (11) month basis shall be entitled to a one (1) month vacation (23 working days) during July or August, or at other times during the academic year equivalent to one (1) month and approved by the President or his designee. Individual contracts for employees in Groups "C", "L", "R", and "S" hired prior to 1979-1980 school year may elect it offered on an annual basis a ten (10) or eleven (11) month contract. Individuals electing to work on an eleventh (11) month basis shall be entitled to vacation as stated in this paragraph.
3. Individual contracts for Group "A" shall be from July 1st through June 30th each year. Instructional Group "A" members and non-instructional Group "A" members employed as professional or technical assistants prior to July 1, 1981 shall be entitled to a one (1) month vacation (23 working days) during July or August or at other times during the academic year equivalent to one (1) month and approved by the President or his designee and those holidays when the College is closed.

Vacation days for Non-instructional professional and technical assistants appointed after July 1, 1981 shall be determined as follows:

- a) Vacation entitlement for a contract year shall be determined by the length of the employees active employment as July 1st, of that year.
- b) Non-instructional Group "A" members with less than a full year of employment as of July 1st, shall receive one (1) vacation day for each full month of active employment prior to that date; employment on or before the 15th of the month shall be considered a full month.

- c) Employees with one or more full years of active employment as of July 1st, shall receive the following vacation:

1 year	13 days	6 years	19 days
2 years	14 days	7 years	20 days
3 years	15 days	8 years	21 days
4 years	16 days	9 years	22 days
5 years	18 days	10 years	23 days

- d) An employee who leaves before completing six (6) months of active employment shall receive no vacation credit. An employee who resigns before the end of a given month shall receive no credit for that month. An employee who takes a Leave of Absence (Medical, Maternity or other) shall have his vacation entitlement pro-rated to reflect his months of active employment between July 1st, of the preceding year and June 30th, of the current calendar year.
- e) Vacations shall be scheduled with due consideration for the operating needs of the division; however, individual requests will be considered to the extent practical. If it should be necessary to choose between employees in the same job arranging the vacation schedule, seniority at the college shall rule.

ARTICLE VIII - SALARY

1. The Board hereby agrees to compensate members for the period July 1, 1982, and ending June 30, 1983, in accordance with the amount set forth in the salary schedule, Appendix A, annexed hereto and made a part hereof.
- 2a. For the contract year commencing July 1, 1982, and ending June 30, 1983, the salary guides shall be increased by one and one half steps above the 1981-1982 salary guides. Each member shall receive an across-the-board salary increase equivalent of two step on the appropriate salary guide, but not to exceed the maximum of the guide. This increase included the annual increment referred to in 2B. The overload rate shall be increased by 2% above the 1981-1982 overload rate.
- 2b. Each member shall receive an annual increment by advancing from his current salary step to the next higher step of the salary schedule for his rank or classification, only upon the recommendation of the President to the Board of Trustees, which recommendation shall not be arbitrarily withheld. If an increment is withheld, the member shall have recourse to the grievance procedure. A step is defined as one vertical movement in a guide from the lower rate to the higher rate. (Representing a 4.07% adjustment)
3. If a faculty member is promoted to a higher rank, he shall be placed on that step of the salary schedule of his new rank, which is equal in amount to that which he would have received had he not been promoted, plus one (1) increment.

4. Members engaged for overload teaching over and above their required teaching load or work load shall be compensated at their full overload rate per fifty minute contact hour as set forth in Appendix A.
5. Full-time members in Groups "A", "C", "L", "R", and "S", engaged for overload services, over and above their required hours shall be compensated at two-thirds (2/3) of the overload rate per 60 minute clock hour as set forth in Appendix A.

Employees in Groups "A", "C", "L", "R", and "S", who work on Sunday will be paid at the overload rate per clock hour.

6. Faculty members in Groups "C", "L", "R", and "S", who work eleven (11) months shall be paid an additional ten percent (10%) of their annual ten (10) month salary.

Faculty members of Groups "C", "L", "R", and "S", on a ten (10) or eleven (11) month contract who are normally required to work those days that the College is open but classes are not in session shall earn an additional five hundred (\$500) dollars payable in two (2) equal installments one (1) at the end of the Fall Semester and one at the end of the Spring semester.

With the approval of the appropriate Dean, a faculty member in the "C", "L", "R", and "S" Groups, may elect to take days off and forfeit twenty-five (\$25) dollars of the total five hundred (\$500) entitlement for each day taken off.

Stipend for Office Managers in Student Services shall be \$500.00 per year and for Section Heads in the Library and Learning Resource Center \$500.00 per year.

7. A qualified member requested by the Dean to cover the class of an ill colleague will receive compensation in accordance with the established overload rate for the type of class covered.

For reasons other than illness, and with the approval of the Division Dean, qualified faculty members may substitute for each other without loss of pay or extra compensation.

If the College President, or his designee, who shall be the appropriate full Dean, requests a faculty member to attend a particular conference or meeting as the College representative, the faculty member requested to cover the classes by the Dean of the Division, shall receive compensation in accordance with the established overload rate for the type of class covered.

If an athletic coach is requested to have his or her team participate in a regional or national tournament, and must accompany the students during such a tournament, the substitute engaged to cover the coach's classes shall be paid in accordance with the part-time salary schedule set forth in Appendix A, if the substitute is a faculty member.

8. Full-time faculty of Group "T" are required to render up to three (3) days of service at each registration as part of their total responsibility and without extra compensation, except that payments for such services shall be made for registration of part-time students which occur after 5 p.m. and for registration of Summer session students, at the rate of \$9.00 per hour. Any service beyond the required three (3) day period for each registration will be compensated at the \$9.00 per hour rate for time actually served.
9. Currently employed full-time faculty members who receive their terminal degree (Doctorate) shall be given one increment improvement in their salary schedule upon evidence of their attainment of the degree.

ARTICLE IX - LOAD

1. The teaching load for Group "T", shall not exceed thirty (30) contact hours per academic year, nor exceed eighteen (18) contact hours per semester without compensation, as provided for in Article VIII. The President may provide for extra compensation for teaching assignments beyond fifteen (15) contact hours during any semester. Every effort will be made by the administration to give each faculty member a fifteen (15) hour contact load each semester. The faculty member is obligated to teach thirty (30) contact hours per academic year; however, if, under certain conditions, a faculty member's load is less than thirty (30) contact hours per year, the faculty member shall be assigned by the President or his designee to an administrative responsibility, two (2) hours of administrative work being equivalent to one contact teaching hour, to make up the required thirty (30) contact hours of teaching, or be given an extra class assignment which could exceed the thirty (30) required contact hours. In this instance, the faculty member shall be paid for the extra hours beyond the required thirty (30) in accordance with the established overload rates. This clarification in no way modifies or supersedes page 23, Clause D, Termination By the College of Tenured Appointments.
2. Full-time Group "T" employees may request to work an eighty percent (80%) reduced load classroom teaching schedule during the academic Fall and Spring semesters. If approved by the College, such employees shall receive eighty percent (80%) of salary.
3. Overload teaching by faculty members up to six (6) contact hours per semester, will be permitted at Bergen Community College or other institutions.
4. Preference for overload teaching shall normally be given qualified faculty members of Group "T", over adjunct faculty.
5. No faculty in Group "T", shall be required to teach, as part of his schedule, more than six (6) contact hours per semester, between the hours of 6:00 p.m. and 10:00 p.m. without his consent, the above

shall not apply when this necessitates the issuance of schedules to other tenured faculty members, that otherwise would have violated this article.

6. In the event that a faculty member in Group "T" is required to teach on Saturday as part of his regular schedule, he shall have the following Monday off. No faculty member in Group "T", shall be required to render services on Saturdays for two (2) successive semesters.
7. Full-time faculty members engaged for the first time on or after July 1, 1970, may be explicitly engaged to teach a full schedule after the hour of 6:00 p.m. daily. He shall be so designated "Full-time Evening Session Faculty". Annually, full-time evening session faculty shall be given priority for appointments as regular day session faculty members if such vacancies exist.
8. Faculty in Group "S", shall have thirty-four (34) scheduled hours of work per week. They shall be required to work no more than seven (7) hours on any given day, nor more than five (5) days in any given week. These hours shall be scheduled consecutively (with the exception of the lunch hour and/or dinner hour). No more than four (4) of these hours shall be scheduled after 6:00 p.m. on no more than two (2) days of the week without his consent.
9. Faculty in Group "C", "L" and "R", shall have thirty-five (35) scheduled hours of work per week. They shall be required to work no more than seven (7) hours on any given day and no more than five (5) days in any given week. These hours shall be scheduled consecutively (with the exception of the lunch hour and/or dinner hour).
10. A reduced force, of members of Groups "C" "L" and "R" sufficient to maintain and fulfill the public service responsibilities of the Library Learning Resources Center, the Office of Admissions and Registration, Community Services Division and Group "A", members of all divisions shall be permitted during the Fall and Spring recess. The numbers to be approved by the President or his designee.
11. Members of Group "A", are twelve month employees and shall have thirty-five (35) scheduled hours of work per week.
12. Overload teaching during the Fall and Spring semester shall not exceed six (6) contact hours per semester. In the event mode scheduling or course credit prevents a member of Group "T" from teaching six (6) overload hours in a semester the Group "T" member may teach up to seven and one-half ($7\frac{1}{2}$) equated contact hours in either the Fall or Spring semester to achieve the intent of his having the opportunity to teach twelve (12) overload hours during the Fall and Spring semesters combined.

Faculty members engaged to teach other than during the Fall and Spring semester may teach up to nine (9) contact hours in any one session.

Overload teaching shall not exceed twenty-two (22) contact hours per contract year. Individuals who taught twenty-four overload hours during the year 1979-80 or 1980-81, shall be permitted to teach twenty-four overload hours. In addition any former Department Chairperson will also retain that guarantee of twenty-four hours overload.

13. Preference for Summer session work, shall normally be given to qualified faculty members of Group "T", over adjunct faculty.
14. Procedures for the assignment of all overload shall be as follows:
 - A. Overload teaching schedule hours will be allocated to persons holding rank within the discipline in the following order: Professor, Associate Professor, Assistant Professor, Instructor, Associate Instructor.
 - B. The number of years in rank will determine the priority within that rank. In the event of a tie, the total number of years of service at Bergen Community College will govern.
 - C. Qualifications to teach the overload course (s) will be determined by the Assistant Dean of the division, subject to approval by the Dean of Instruction or his designee.
 - D. Overload course assignments will be made by assigning one (1) course to each faculty member until all full-time faculty members have been offered one teaching course in the discipline. It is understood, that individual courses up to four contact hours will be considered one course. Individual courses having more than four (4) contact hours will be considered a second course. Additional assignments will be scheduled on the same rotating basis outlined above until all overload courses have been scheduled, or all the faculty members have been offered the maximum number of allowable overload contact hours that they are permitted to teach under this agreement. It is the parties' intent, that overload among qualified faculty members will be distributed as equitably as possible.
 - E. In the event of a course cancellation, the faculty member of highest rank assigned to that course has priority rights to other courses, provided he or she is qualified.
 - F. A faculty member teaching in more than one discipline as part of his regular load, is entitled to the same privileges as other members in those disciplines.
 - G. Group "T" members of academic disciplines, have priority in all academic disciplines over Groups "A", "C", "L", "R", and "S" members of non-academic divisions. After all full-time Group "T" members have been accommodated, qualified members of Groups "A", "C", "L", "R", and "S", will be considered according to the Assistant Deans' discretion, subject to the

approval of the Dean of Instructional Services. Overload teaching compensation will be at the appropriate overload rate, as stated in this agreement.

15. Summer session tentative assignments shall be issued by the President, not later than three (3) weeks prior to the start of the Summer session.
16. When a faculty member of Group "T" is requested to make a major educational effort, for example, the development of a full course in autotutorial materials, or a course of study on video tape, he will receive release time consideration. The Association shall be requested to give advisory consultation.

ARTICLE X - SCHEDULES FALL AND SPRING SEMESTERS

1. Faculty members shall be notified to the extent feasible of their tentative teaching schedules, at least two weeks before the first day of classes. Final schedules of teaching assignments shall be subject to registration and the final schedule of classes.
2. Teaching schedules, except for those persons teaching rotational courses, shall be so arranged that the elapsed time between the beginning of the first class and the end of the last class, shall not exceed seven (7) hours in any one day and shall accumulate to no more than thirty (30) hours per week whenever possible. When an evening assignment is made part of the regular load of a faculty member, every effort will be made to provide at least twelve (12) hours between the end of the last class and the beginning of the first class of the next day. The above shall not apply when this necessitates the issuance of schedules to other tenured faculty members, that otherwise would have violated this article.
3. Every effort will be made so that there shall be no more than three (3) consecutive teaching classes as part of the full-time teaching schedule.
4. Every effort will be made to have no more than three (3) different class preparations within the full-time teaching schedule.

ARTICLE XI - LECTURE MODES AND CLASS OVERLOAD COMPENSATION

Large Lecture Modes

1. A lecture mode is determined by the number of course sections which it encompasses, not by the number of students. Type A Mode consists of a single section of any given course. Type B Mode consists of two sections of any given course, meeting anywhere between one third and two thirds of the weekly hours together. Type C Mode consists of three or four sections of any given course, meeting anywhere between one third and two thirds of the weekly hours together.

Contact load for modes shall be as follows:

<u>14 week semester</u>	=	<u>57 Minute Period</u>	<u>85 Minute Period</u>
Type A course meeting	=	1 contact hour	1.5 contact hours
Type B course meeting	=	1.5 contact hours	2.25 contact hours
Type C course meeting	=	2.0 contact hours	3.0 contact hours

Class Overload Compensation

For each student in excess of the following:

Laboratories (Science, Biology, etc.)	25
English Composition	25
All other courses	35

The following fractional parts of the faculty members' part-time rate, shall be used in computing their overload class size compensation:

Laboratories (Science, Biology, etc.)	1/25
English Composition	1/25
All other courses	1/35

Faculty will be compensated at the appropriate fractional part-time rate for each student in each of their classes, both inload and overload, in which students receive final grades A, B, C, D, N, and R, and are in excess of the class size indicated above.

The Board of Trustees will endeavor not to exceed student enrollment in courses as follows:

Nursing Clinic	12
Laboratories (Science, Biology etc.)	28
English Composition	28
All other courses	42

In the event class size exceeds the above standard, calculated as of the tenth (10) day of class the Faculty Association may negotiate on remuneration for the teaching of students in excess of such class size standards.

Science Modes

For Science courses, the following will demonstrate the scheduling of modes:

<u>Lecture Mode</u>	<u>Lecture Size</u>		<u>Minimum No. of Labs</u>
A	0	28	1
A	29	42	2
B	43	56	2
B	57	84	3

C	85	112	4
C	113	140	5
C	140	168	6

For Data Processing courses, the following will demonstrate the scheduling of modes:

<u>Lecture Mode</u>	<u>Lecture Size</u>		<u>Minimum No. of Labs</u>
A	0	28	2
A	29	42	3
B	43	56	3
B	57	84	4
C	85	112	6
C	113	140	8
C	140	168	9

Nothing in the preceding language, shall state or imply any limitations on the number of students enrolled in sections or modes subject to any other provisions of Article XI.

- Each instructor's teaching schedule must be so arranged, that he has classes on at least four (4) days, except for rotational courses, and has one (1) posted office hour on three (3) of those days. A fourth (4) office hour must be made available each week on an appointment basis.
- An instructor whose equated contact hours exceed fifteen (15) in any semester, shall be paid at his appropriate overload rate.
- Instructors teaching Cooperative Work Experience and/or being paid by the Co-op formula during prior years, shall be compensated on the following basis:

1 - 7 students	= 1 contact hour
8 - 15 students	= 2 contact hours
16 & 17 students	= 2.25 contact hours
18 & 19 students	= 2.50 contact hours
20 & 21 students	= 2.75 contact hours
22 & 23 students	= 3.00 contact hours
24 - students	= 3.25 contact hours

- An instructor who teaches a Type "B" or "C" lecture, is also to teach the recitations for that course meeting. This does not apply to laboratories. Exceptions to this may be made only by the Dean of Instructional Services.

6. Mode assignments that bring a Group "T" members teaching load beyond fifteen (15) contact hours, will not be made until all Group "T" members of the department are provided the opportunity to obtain a full teaching load, except as provided for in Article IX, Section 1.

7. T.V. course compensation shall be based upon the inload or overload rate, depending upon the assignment made by the Dean.

Student enrollment up to 52 students, the instructor shall receive one contact hour per credit. From 53 students through 59 students, compensation shall be 1/45.

60 - 95 students	B mode compensation 1.5 contact hours
96 - 130 students	C mode compensation 2 contact hours

8. For English Composition classes, the T.V. formula shall be:

The first 35 students, the instructor shall be compensated one contact hour per credit.

From 36 students through 41 students inclusive, each additional student will provide 1/35 compensation per student to 41 students.

42 - 75 students	B mode compensation 1.5 contact hours
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No faculty member is to be assigned inload, more than one "B" mode in English Composition T.V. course per semester.

9. SMALL CLASS SIZE

The Administration and the Faculty Association mutually agree as follows:

1. As an alternative to cancelling a class because of insufficient registration, the Dean of Instructional Services may, at his discretion, utilize the following approach and authorize a "small class". Every effort will be made to keep the number of such classes to a minimum; this approach will not be used with laboratory-type courses (e.g. Science, Allied Health, etc.)

2. "Small classes" are defined as those having four (4) to eight (8) students enrolled. Meetings and contact hours calculations are to be as follows:

	Contact Hour Duration of weekly mts.	<u>equivalent for faculty</u>
3 Contact Hour courses	1 1/2 hrs. (PSI personal- ized system of instruction)	2.25
4 Contact Hour courses	2 hrs. (PSI personalized system of instruction)	3.00

*In-load or overload as appropriate. If the enrollment drops to zero during the semester, overload payment will be prorated for the portion of the semester which the course actually ran or an equivalent administrative assignment will be made available, if possible, for the balance of the semester.

3. The instructor is to motivate the students to achieve in the one (1) weekly meeting essentially the same work as is accomplished, in one (1) week of regular classes. The instructor may use the first half of that meeting to determine how well students have mastered last week's tasks. The second half of the meeting can be used to explain the material of the current week's work and give the students their specific tasks.

10. NEWSPAPER COURSE

1. Phone hours/week x number of weeks.
The phone hours are based on the number of students registered in the course on the assumption, that more students will require more telephone conversations and that the regular faculty office hours, four (4) per week, will not be sufficient to account for the needs of all students taking courses with the instructor. It is also assumed, that approximately one telephone conversation every week will be held with each student. These hours also cover person to person conferences as well.
2. The reading time for the faculty member assumes that the article in the newspaper will require at least two (2) readings.
3. One-half hour is allowed per grading each mid-term and each final examination.
 - A. Overload only.

Example - Sixty (60) students will be equivalent to two (2) overload hours; this will permit the faculty member to carry four (4) additional contact hours of overload courses, for a maximum permissible six (6) contact hours overload.
 - B. Students numbers between 75 and 200 call for inload only.

Example - One hundred and thirty-four (134) students in the course will account for four (4) inload hours of the fifteen (15) contact hours, allowable minimum per week.
 - C. For overload consideration, when it becomes advisable, a division will be made into more than one section of the

D. The rationale for this item, is that the first faculty member made the original commitment to the course, was involved from the beginning and did the original preparation. The Dean of Instructional Services, will not arrange a split if the result will be too disadvantageous to the second faculty member.

E. When the course is part of a fifteen (15) contact hour load, additional payment will not be made. Additional payment based on the formula described, will be made for overload courses only.

	3**	75 - 104	5
Inload	4**	105 - 134	5
only	5**	135 - 164	6***
	6**	165 - 200	6

**For overload consideration, a division will be made into two or more separate courses to provide a number of students a faculty member can reasonably accommodate.

If not inload, but overload, a split will involve at least two (2) faculty members. A split arrangement will be made such that the split will not affect the first faculty member's equated load adversely. The first faculty member will normally not be given less than sixty (60) students. The Dean of Instructional Services will make the decision when a split will be effected.

**Inload requires no additional payment. Overload requires additional payment.

Examples:

Based on maximum number of students and 10th day enrollment - 3 credit course, taught by Assistant Professor.

Crime and Justice - Reading time one (1) hour/week

1 - 29 students

1. 1 x 15 weeks = 15 hours
2. 1 x 15 weeks = 15 hours
3. $\frac{1}{2}$ hour per student x (29 students) = $\frac{14\frac{1}{2}}{44\frac{1}{2}}$ hours
 $\frac{14\frac{1}{2}}{44\frac{1}{2}}$ hours x \$10.00=\$445.00

30 - 44 students

1. 2 x 15 weeks = 30 hours
2. 1 x 15 weeks = 15 hours
3. $\frac{1}{2}$ hour per student x (44 students) = $\frac{22}{67}$ hours
 $\frac{22}{67}$ hours x \$10.00=\$670.00

If seminars on campus are added to the program with the approval of the Dean of Instructional Services additional payment will be made at the faculty members' overload rate times the number of (50 minute) contact hours the seminars meet.

Dean of Instruction Services makes decision whether to run the course based on number of registered students.

ARTICLE XII - FRINGE BENEFITS

1. The Board agrees to provide each member at its own cost and expense, with full family Blue Cross, Blue Shield, Ridge "J", and Major Medical Insurance. The College will provide a Dental Health Plan. Cost for individual not to exceed \$135 per annum and \$280 per annum for individual and single dependent.
2. The College agrees to pay up to seventy-five (\$75) dollars per credit, for a maximum of twelve (12) credits per year, for graduate or self-improvement studies approved by the President. Members may also elect to take up to six (6) credits per semester, or six (6) equivalent non-credit course improvement studies, approved by the President at Bergen Community College, tuition free provided space is available. However, it is clearly understood that in no case may a member take more than six (6) hours in any semester, exclusive of Summer session, in any combination of Bergen Community College course or courses at another institution, without prior approval of the President. It is further agreed, that for those member who qualify, a maintenance of matriculation payment of up to \$100.00 for one year, shall be allowed.
3. Wives or husbands of full-time members, will be permitted to take up to six (6) credits per semester, tuition free, at Bergen Community College with enrollment in any classes at Bergen Community College, for which they meet entrance requirements and provided space is available. Dependent children of full-time members, may attend any Bergen Community College course for credit without payment of tuition fee, provided such dependent child shall be subject to all rules and regulations, including admission requirements as regular students of the College. Such dependent children afforded these privileges, shall not be counted in determining any statistics related to faculty overload or pupil contact hours.
4. The Board of Trustees shall provide annual medical examinations for Technical Assistants who are exposed to potentially hazardous chemicals, or who work in the X-ray laboratories. The examination shall be performed by a College appointed physician, or the employee may, upon College approval, elect to use his own physician, in which case, he shall be reimbursed, upon submission of a physician's bill, up to forty (\$40) dollars. The maximum amount which the College is obligated to pay under this paragraph, shall not exceed \$1,000 per annum. Request for reimbursement must be made not later than June 1st, of each contract year.

ARTICLE XIII - LEAVES OF ABSENCE

All leaves, except for sick time, must be applied for an application form in accordance with procedures adopted by the President.

1. Sick Time - Each full-time member shall be entitled to annual sick time of fifteen (15) days, to be used for absences caused by illness or physical disability. Twelve month members shall be entitled to one (1) extra sick day. A member is entitled to a maximum of three (3) days, which shall not be charged against sick leave, providing the member meets any part of his scheduled

obligations on said days. If an illness or disability exceeds one day, a member shall not be charged for days against sick time on which he has no scheduled obligations. Scheduled obligations shall be understood to include in addition to teaching his classes, office hours, committee meetings and special College functions or assignments.

Unused sick leave days shall accumulate year to year, with a maximum of fifteen (15) days accumulated during any one year. The College shall advise each member, in writing, as to the amount of accumulated sick leave days, on or before June 30th, of each year.

If a full-time faculty member is absent during other than major Fall and Spring semesters, for more than five (5) consecutive scheduled work days, due to illness or disability, he may request and be granted upon presentation of a physician's certification of illness, sick leave payment using his accumulated sick leave.

"Each member, after age fifty-eight (58) with ten (10) years of continuous service, or after fifteen (15) years of continuous service, shall receive, upon retirement, one-half ($\frac{1}{2}$) of the unused accumulated sick leave at the daily rate, based upon the member's salary at the time of retirement, subject to the maximum below. The daily rate is 1/200, of the member's base ten (10) month salary, which excludes any differential percentage for eleventh (11) month of employment or any other remuneration beyond the ten (10) month salary. The maximum payment upon retirement for a given year shall be \$15,000."

The sick leave compensation language specified above, shall be in effect for the period July 1, 1982 through June 30, 1985.

The payment for retirement for accumulated sick leave, as noted in this article, retirement is defined in accordance with the rules and regulations of The State of New Jersey approved pension plans.

2. Bereavement - A maximum of three (3) days, shall be allowed with pay, to include overload, for absence for each death in the immediate family. Family shall mean father, mother, brother, sister, spouse, child, stepchild, grandchild, grandmother, grandfather, father-in-law, and mother-in-law. Members may apply for up to two (2) additional bereavement days, to the President or his designee. Overload payment, shall be limited to three (3) days bereavement leave when approved.

In the event of the death of a member of the family, other than those listed above, such as uncle or aunt, one full day, with pay, shall be allowed to attend the funeral.

3. Personal Leave - Special leave for personal emergencies of not more than five (5) working days a year, may be granted with pay, by the President or his designee.

4. Special Purpose Leave - Tenured members of the faculty, may be granted leaves of absence for one year, without pay, for special purposes such as Study, Writing, Research, Graduate Projects, Public Service, or for other purposes which may bring credit to the individual and the College. The Board of Trustees may extend such leaves beyond the one year limit, upon recommendation of the President. Upon returning from such leave (s), the faculty member shall be placed on the same step on the Salary Schedule on which he would have been placed, had he remained at the College during that period. Should a member request and receive a third (3) year leave, such member upon return, shall be placed one (1) step above that which he held when the leave first commenced. During such leave the faculty member may, at his option, pay premiums on medical insurance to the extent allowable and exercise whatever pension options are available for the period of the leave.
5. Sabbatical Leave - Sabbatical leaves will be granted for study and research educational travel, restoration of health, or other pursuits as may contribute to professional growth.

To be eligible for sabbatical leave, the faculty member shall have served at least six (6) consecutive years at the College, including any leave of absence other than a sabbatical leave officially approved by the Board, such leave will be included in calculating the six (6) years. Compensation during sabbatical leave shall be for full salary for one-half an academic year, or one-half salary for a full academic year. During the leave, the recipient shall retain the right of regular employment, such as, status on salary schedule, retirement, medical benefits, and tenure. The College Promotion Committee shall serve as the Sabbatical Leave Committee, to recommend to the President, eligible faculty members to be granted sabbatical leave.

The application for leave shall contain a definite statement of the plan of study, travel, or other activities.

Acceptance of sabbatical leave obligates the recipient to return for a services at the College for at least one year, unless explicitly waived by the Board, at the recommendation of the President.

Employment during the sabbatical leave, solely for increased income, is incompatible with the purpose of the leave.

The number of sabbatical leaves during any academic year shall be at the discretion of the Board of Trustees.

It is the intent of the Board to grant, as far as possible, sabbatical leaves during an academic year taking into consideration, the budgetary limitations on granting such leaves, as well as the professional plans of the various faculty members eligible for such leaves.

Eligible faculty members shall file an application for a sabbatical leave, on or before the 3rd Friday in October, for leaves scheduled to start the next academic year.

Applicants shall be notified of the final decision by the President of Bergen Community College, no later than the last Friday in January, of the academic year preceding the leave. Applications after this notification date may be considered if an approved candidate withdraws.

6. Maternity Leave - A tenured faculty member shall be entitled to maternity leave of up to one year, without pay, commencing on the date specified by the attending physician. The leave may be extended by application of the member to the President of the College, and with the approval of the Board of Trustees. Salary step credit shall be given up to a maximum of one year. Retirement benefits and medical benefits, shall be granted during the period of maternity leave in conformity with the law and the rules and regulations established by the appropriate State Departments.

A non-tenured member shall be entitled to a maximum of nine (9) continuous weeks of maternity leave, without pay, upon application to the President of the College, and with approval of the Board of Trustees. No leave may extend beyond the member's contract year. Upon reappointment, any remaining portion of the nine (9) weeks not used at the contract expiration date, may be taken. Retirement benefits and medical benefits, shall be granted during the period of maternity leave, in conformity with the law and rules and regulations established by the appropriate State Departments.

Members may elect to use sick leave in any combination with maternity leave.

7. Military Leave - A military leave, without pay, shall be granted to any member who shall be inducted or shall enlist for one (1) enlistment period, in any branch of the Armed Forces of the United States.

Leave not to exceed fifteen (15) days per year, shall be granted a member to fulfill Reserve or National Guard commitments. A member shall receive full salary, less any monies received on a per diem basis for time normally at the College, while meeting this obligation with the Armed Forces. Members shall make every effort to fulfill Reserve or National Guard commitments during the College vacation periods.

8. Jury Duty - A full-time member shall receive a full salary for the period of time during which he serves as a juror without loss of any other leave time, less any monies received while performing as a juror.

ARTICLE XIV - CONSIDERATION FOR APPOINTMENT,
REAPPOINTMENT, TENURE AND PROMOTION

1. PREFACE - Bergen Community College seeks to attract, hold and enhance, the interests of the best qualified personnel who will most effectively instruct, guide the growth of and advise students. These guidelines, therefore, emphasize three areas that represent the elements by which the College seeks to measure faculty effectiveness in carrying out its responsibilities.

- A. Teaching effectiveness.
- B. Scholarship and professional growth.
- C. Contributions to the Division, College and Community.

The following statements, list examples of the attributes under each of these categories, that will be examined when members of the faculty are being considered for reappointment, tenure and promotion. In evaluating non-teaching faculty for promotion in academic rank, the criteria of "Effectiveness in the Classroom", will be interpreted as effectiveness in his appropriate area of responsibilities.

2. SUGGESTED ATTRIBUTES OF TEACHING EFFECTIVENESS

- A. Mastery of subject matter in the discipline.,
- B. Display of teaching skill, imaginative techniques, and effective methods of communication.
- C. Development of teaching materials.
- D. Indications of understanding and encouragement of student.
- E. Participation in self-improvement program: assessing own abilities, exchange of ideas, self-criticism, etc.
- F. Emotional stability and maturity as shown by overt behavior.
- G. Physical stamina, vitality, vigor and poise.
- H. Evidence of enthusiasm, initiative and good interpersonal relationships.

3. SUGGESTED ATTRIBUTES OF SCHOLARSHIP AND PROFESSIONAL GROWTH

- A. Graduate courses and degrees.
- B. Honors, awards, received from learned or professional societies.
- C. Papers read or discussed at meetings of professional or learned societies.
- D. Membership and activity in learned or professional societies.

- E. Research activities and grants.
- F. Visiting professorships at other Colleges or Universities.
- G. Professional consultation.
- H. Publications:

- a. Books.
- b. Articles and professional journals.
- c. Book reviews of related professional material.
- d. Creative work in art, literature, music, etc.

4. SUGGESTED CONTRIBUTIONS TO COLLEGE, DIVISION AND THE COMMUNITY WHICH MAY INCLUDE THE FOLLOWING:

- A. Advancing the best interests and objectives of the College, the faculty, and the students.
 - a. Committee activities
 - b. Participation in community activities.
 - c. Service in research projects for community, industry or government.
- B. Leadership, sponsorship and responsibility to student or faculty, extracurricular activities.
- C. Outstanding efforts in special phases of the College program, such as Admissions, Guidance, Registration, Commencement, Publications, Placement, Public Relations.
- D. Special contributions with a discipline.
- E. Contributions to stimulating growth in teaching skill of others.

5. APPOINTMENT AND REAPPOINTMENT

- A. Statement of Terms of Appointment - (See "Minimum Requirements Consideration for Appointment and Promotion to Academic Rank")
 - a. Every initial and subsequent appointment, will be confirmed in writing, except for the faculty member who has tenure.
 - b. Appointments for the period preceding attainment of tenure, shall be probationary.
 - c. Notification, in writing, by the President or his designee of intentions of renewal or non-renewal of contract and acceptance by the member, shall be in

accordance with the following schedule:

<u>Faculty serving</u>	<u>Member Notified by President of His Intention by</u>	<u>Member Notifies President of His Intention by</u>
1st academic year	1st Friday in April	3rd Friday in April
2nd academic year	2nd Friday in March	4th Friday in March
3rd, 4th or 5th academic year	1st Friday in February	3rd Friday in February
Group "A"	1st Friday in April	3rd Friday in April

President shall submit his recommendations to the Board of Trustees at the next regular meeting of the Board. If the President recommends reappointment, and if the Board's decision is unfavorable, that individual will be notified by the President as soon as possible.

d. Appointments for less than one year, shall terminate at the end of the appointment period without any prior notice of termination.

- B. Termination of Appointment by the faculty member - A faculty member may terminate his appointment effective at the end of an academic year, by giving notice, in writing, to the President at the earliest possible opportunity, but not later than April 1st. The faculty member may properly request a waiver, in writing, of this requirement of notice to the President in case of hardship, or in a situation where he would otherwise be denied substantial professional advancement, or other opportunity. The President's decision in granting the request of waiver, shall be final.
- C. Termination by the College of Non-tenured Appointments - Denial of reappointment shall not be for reasons of residence, age, sex, marriage, race, religion, national origin, or political affiliation. Non-tenured appointments, shall automatically terminate at the end of the appointment period, unless the faculty member is notified, in writing, of reappointment according to the schedule noted in 5. A. c., above.

Non-reappointment of faculty member, shall be preceded by a meeting between faculty member and appropriate administrative officer, before formal action is taken.

Non-tenured faculty, who have been denied reappointment, have recourse to grievance procedures established by the contract between Bergen Community College and the Bergen Community College Faculty Association.

- D. Termination by the College of Tenure Appointments - Termination of tenure appointments, shall be in accordance with State tenure law.

Where termination of tenured appointment is based upon financial exigency, or bona fide discontinuance of a program or discipline, the faculty member concerned shall be given notice as soon as possible, and never less than twelve (12) months, or in lieu thereof, he shall be given one (1) academic year of severance pay, at his current salary. Before terminating an appointment because of the abandonment of a program, or discipline, the institution will make every effort to place affected faculty members in other suitable positions. If an appointment is terminated before the end of the period of appointment, because of financial exigency, or because of discontinuance of a program of instruction, the released faculty member's place, shall not be filled by a replacement for a period of two (2) years, unless the released faculty member first has been offered reappointment to his original position. The faculty member shall accept or decline the appointment, in writing, to the President, within one (1) month of the date of the reappointment offer.

The one (1) academic year severance pay, shall be offset by the amount of unemployment compensation that the faculty member is eligible to receive, within the year following his termination. In the event, the faculty member is engaged in full-time professional employment within the year following his termination, the new salary earned will be an offset of such severance pay, up to the academic base salary that the faculty member would have earned at Bergen Community College, and he shall be entitled to receive up to one half sick leave payment, as provided for in Article XIII, Section 1., paragraph 4.. If the new compensation is equal to the base salary that the faculty member would have earned at Bergen Community College, he will be entitled to the sick leave payment as outlined in Article XIII. If the new compensation is greater than the base salary he would have earned at Bergen Community College, the faculty member shall receive his sick leave payment, less the difference between his new compensation, and the base salary that he would have earned at Bergen Community College, as outlined in Article XIII. In the event, a faculty member obtains such other professional employment, he shall receive the proportion of the sick leave payment, which is equal to that part of the year following his termination for which he is employed.

Layoff, shall be implemented by identifying the discipline or division where over-staffing exists. Those serving probationary periods (non-tenured), shall be laid off first. Should further reductions be necessary, tenured faculty members shall be laid off in inverse order of their seniority (last tenured faculty member first). When circumstances shall be appropriate, each tenured faculty member laid off as aforementioned, shall be reinstated in inverse order of his

placement on layoff. A tenured faculty member who is laid off, shall retain but not accumulate seniority.

If administrative reorganization necessitates a reassignment of members from one discipline to another, i.e. English and/or Mathematics, to a Developmental Department, the senior member of the discipline, shall have first option to be reassigned or to refuse such reassignment. If one or more such reassignments are necessary, the seniority principle shall be honored as noted in this intent.

6. PROMOTION (See "Minimum requirements for Consideration for Appointment and Promotion to Academic Rank".)

- A. The number of promotions to be made for the following academic years, shall be determined by the Board of Trustees after receiving the recommendations regarding this number from the President of the College, who shall consult with the College-Wide Promotion Committee regarding this number. The Trustees shall make said determination, by the 3rd Friday in March.
- B. Each discipline shall establish a Discipline Promotion Committee by annual election, to be held in by those faculty members who have accepted the invitation to return in September. The Discipline Promotion Committee shall consist of one committee member for each five (5) faculty members, or part thereof, up to a maximum of five (5) faculty members plus the Assistant Dean. All committee members must be full-time tenured faculty; if there are insufficient tenured faculty to implement this requirement, non-tenured members may serve by election. If there are no faculty members eligible to serve on the Discipline Promotion Committee, the faculty member seeking promotion within that discipline may:
 - 1. Ask any other constituted promotion committee in their division, to consider and recommend to the College-Wide Committee, their application for promotion or
 - 2. The faculty member may submit the application for promotion directly to his Assistant Dean.

An individual faculty member may request consideration for promotion, by applying to his Division, or Discipline Promotion Committee, or Dean by the 3rd Friday in October. No person who is being considered for promotion, may sit on the Division or Discipline Promotion Committee.

The committee shall consult with the Assistant Dean when evaluating faculty in recommending promotion. The Division Dean will submit, in writing, with supportive documents, the recommendations for promotion to the Chairperson of the College-Wide Promotion Committee, for consideration by the College-Wide Promotion Committee, by the 2nd Friday in

November. The Division Dean shall, at the same time, notify his department of the persons being recommended for promotion. The President's Cabinet, through the President, may submit a list of candidates for promotion, to the College-Wide Promotion Committee for consideration. The College-Wide Promotion Committee, shall supervise the general operation of the promotion process. The Division Dean shall make an oral presentation for candidate in his department, to the College-Wide Promotion Committee upon request of the College-Wide Promotion Committee.

The Chairperson of the College-Wide Promotion Committee, shall submit the list of candidates recommended for promotion by the College-Wide Promotion Committee, to the President of the College by the 3rd Friday in January. The number recommended, shall not exceed the number of promotion positions available; a separate list of the candidates considered, but not recommended, shall be submitted to the President at the same time.

The President shall, on or about the 3rd Friday in March, through the appropriate Dean, inform the Assistant Dean of the final promotion list to be presented to the Board of Trustees, for action at the next regular public meeting of the Board of Trustees. All candidates who are not recommended to the President for promotion by the College-Wide Promotion Committee, shall be so notified, in writing, by the 3rd Friday in January, by the Chairperson of the College-Wide Promotion Committee, after submission of the committee's recommendations to the President.

- C. 1. Candidates who were recommended to the President for promotion, by the College-Wide Promotion Committee, shall be so notified, in writing, by the last Friday of February, by the Chairperson of the College-Wide Promotion Committee.
2. Candidates who were considered for promotion by the College-Wide Promotion Committee, but fell below the number of promotions approved by the Board of Trustees within each rank, shall be so notified, in writing, by the last Friday in February, by the Chairperson of the College-Wide Promotion Committee. An unsuccessful candidate who wishes to do so, may make a request, in writing, to the Chairperson of the College-Wide Promotion Committee, to be told in which quartile of the unsuccessful candidates his relative ranking by the College-Wide Promotion Committee fell; such request must be made no later than two (2) school days, following the receipt of the notification from the College-Wide Promotion Committee Chairperson. No later than two (2) school days, after the receipt of this request, the College-Wide Promotion Committee shall notify the unsuccessful candidate, in writing, of his quartile position. Under no circumstances, is the quartile position

of any individual, to be disclosed to anyone other than that individual.

3. An unsuccessful candidate who wishes to do so, may appeal to the President, in writing; such appeal must be made no later than one (1) calendar week, following the receipt of the notification from the College-Wide Promotion Committee Chairperson, of his unsuccessful candidacy or of his quartile position, whichever date is later. No later than one (1) calendar week, after receipt of this appeal, the President or his designee shall arrange to meet with the candidate to discuss the appeal.
4. A candidate recommended for promotion by the College-Wide Promotion Committee, to the President, but not promoted by the Board of Trustees, may appeal that decision through the regular grievance procedure of the agreement. No other candidates are to have recourse to the grievance procedure on matters relating to promotion.

D. The College-Wide Promotion Committee shall consist of:

1. The Dean of Instructional Services, who shall serve as Chairperson.
2. The Dean of Student Services.
3. Eight (8) tenured members of the faculty, elected by the faculty at large, all of whom must be of professorial rank, and at least one (1) must be full professor, and at least two (2) associate professors.

If there is a Vice-President, he shall replace the Dean of Student Services. No more than one (1) person may serve from any department. In case of illness or incapacity of the Dean of Instructional Services, the Dean of Student Services, shall serve as Chairperson. If there is no Vice-President, or Dean of Instructional Services, then the Senior Associate Dean of Instructional Services shall serve. No person who is being considered for promotion, may sit on the committee while his promotion is under consideration. If there is a Vice-President, but no Dean of Instructional Services, the Vice-President shall serve as Chairman, and the Dean of Student Services shall be a member of the Committee. The College-Wide Promotion Committee, shall be elected in accordance with Article III, Section B., of the Constitution of the Faculty. The results of the election shall be reported to the Dean of Instructional Services, who shall arrange for the Committee to convene. In the event, a member of the Committee resigns, or otherwise leaves vacant an unexpired term of office, the procedure for replacement shall follow precisely the same method used in the election of a member being replaced.

E. The Divisions and Disciplines are defined as follows:

Instructional Divisions

Division	Communication Arts Social & Behavioral Sciences
Disciplines	Behavioral Sciences Communication Arts Social Sciences
Division	Humanities
Disciplines	English Fine Arts Modern Language
Division	Natural Sciences & Mathematics
Disciplines	Biology Mathematics Physical Sciences
Division	Allied Health & Physical Education
Disciplines	Allied Health Dental Hygiene Nursing Physical Education
Division	Business Administration
Division	Business Technology
Division	Industrial & Design Technology

Non-Instruction - Other

Division	Student Services
Office	Student Resource Service Student Development Service Registration, Records & Scheduling
Division	Library & Learning Resource Center
Division	Community Services

7. ACADEMIC FREEDOM - All members of the faculty, whether tenured or not, are entitled to academic freedom, as set forth in the 1940 Statement of Principles on Academic Freedom and Tenure, formulated by the Association of American Colleges, and the American Association of University Professors:

- A. The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties.

- B. The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful, not to introduce into his teaching, controversial matter which has no relation to his subject.
- C. The College or University teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community, imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence, he should at all time be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman.

If a faculty member on probationary or other non-tenured appointment, alleges that considerations violative of academic freedom significantly contributed to a decision, not to reappoint him, his allegation will be submitted to the established grievance procedure.

MINIMUM REQUIREMENTS FOR CONSIDERATION FOR APPOINTMENT OR PROMOTION
TO ACADEMIC RANK OF PROFESSOR

		FOR APPOINTMENT	FOR PROMOTION
ACADEMIC REQUIREMENTS		COLLEGE LEVEL EXPERIENCE OR OTHER EQUATED EXPERIENCE	INCLUDING
DEGREE	PLUS		
DOCTORATE	0	10 years College level experience in: a. Teaching b. Student Personnel work c. Registrar & Admissions Faculty functions d. Faculty function Library work related to discipline or area candidate considered for appointment.	3 years as Associate Professor
MASTER'S	Completion of all course work in an approved doctoral program, and publication of a book of professional note.	Same as above	3 years as Associate Professor
MASTER'S	Completion of 60 relevant graduate credits, 15 of which have been completed no		

later than 10
years, preceding
the effective
date of initial
appointment.

OR

Second relevant
Master's or 6th
year graduate
degree, beyond
a Master's and
24 relevant
graduate credits;
15 of which have
have been com-
pleted no later
than 10 years
preceding effect-
date of initial
appointment.

Same as above, except
15 years college level.

4 years as
Associate
Professor.

OR

Completion of all
course work, in an
approved doctoral
program completed
no later than 10
years preceding
effective date
of initial appoint-
ment.

MINIMUM REQUIREMENTS FOR CONSIDERATION FOR APPOINTMENT OR PROMOTION
TO ACADEMIC RANK OF ASSOCIATE PROFESSOR

ACADEMIC REQUIREMENTS		FOR APPOINTMENT	FOR PROMOTION
DEGREE	PLUS	COLLEGE LEVEL EXPERIENCE OR OTHER EQUATED EXPERIENCE	INCLUDING
DOCTORATE	0	6 years of College level experience in: a. Teaching b. Student Personnel work c. Registrar & Admissions Faculty function d. Faculty function Library work, related to discipline or area candidate considered for appointment.	3 years as Assistant Professor

MASTER'S	Completion of all course work, in an approved doctoral program, and publication of a book of professional note.	Same as above	3 years as Assistant Professor
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MASTER'S	Completion of all course work, in an approved doctoral program, completed not later than 10 years preceding effective date of initial appointment.
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OR

Second relevant Master's or 6th year graduate degree beyond a Master's and 24 relevant graduate credits, 15 of which have been completed no later than 10 years preceding effective date of initial appointment.

OR

Completion of 54 relevant graduate credits, 15 of which have been completed no later than the 10 years preceding effective date of initial appointment.

Same as above except,
7 years of College
level experience.

4 years as
Assistant
Professor

MASTER'S	4 years College level or 8 years high school level experience in: a. Teaching b. Student Personnel work
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- c. Registrar &
Admissions Faculty
function
- d. Faculty function
Library work

OR

12 years relevant
business, indust-
rial, military
experience or
elementary school
teaching.

Same as above except
7 years of College
level experience.

4 years as
Assistant
Professor

MINIMUM REQUIREMENTS FOR CONSIDERATION FOR APPOINTMENT OR PROMOTION
TO ACADEMIC RANK OF ASSISTANT PROFESSOR

DEGREE	ACADEMIC REQUIREMENTS PLUS	FOR APPOINTMENT	FOR PROMOTION
		COLLEGE LEVEL EXPERIENCE OR OTHER EQUATED EXPERIENCE	INCLUDING
DOCTORATE	0	2 years College level experience	2 years as Instructor
MASTER'S	Completion of 15 relevant graduate credits, which have been completed during the 10 years, preceding effective date of initial appointment. OR Completion of any 30 graduate credits, 15 of which have been completed during the 10 years preced- ing effective date of initial appoint- ment. OR Second Master's or 6th year graduate degree, beyond Master's in a related discipline.	4 years College level experience	3 years as Instructor

OR

- 2 years College level
or 4 years high school
level experience in:
- a. Teaching
 - b. Student Personnel
work
 - c. Registrar &
Admissions Faculty
function
 - d. Faculty function
Library work, re-
lated to discipline
or area candidate
considered for
appointment.

OR

6 years relevant
business, industrial,
military experience
or elementary school
teaching.

MINIMUM REQUIREMENTS FOR CONSIDERATION FOR
APPOINTMENT AS INSTRUCTOR

FOR APPOINTMENT		
ACADEMIC REQUIREMENTS		
DEGREE	PLUS	PLUS OTHER RELEVANT EXPERIENCE
MASTER'S	0	0

ASSOCIATE INSTRUCTOR

The Associate Instructor position will normally be reserved for faculty to be appointed in specialized areas such as, Dental Hygiene, Respiratory Therapy, Medical Lab Technician and Radiologic Technology, where there is a dearth of available, qualified candidates with a Baccalaureate or a Master's Degree, or for which a Master's Degree will be considered for appointment in the faculty rank titles.

Candidates will be selected on the basis of their educational background, and relevant experience. Promotion from Associate Instructor, may be made to Instructor or Assistant Professor, after four (4) years as an Associate Instructor at Bergen Community College. The rank will depend upon educational background acquired while at Bergen Community College, salary and quality of performance. An Associate Instructor who completes a relevant Master's Degree, while employed at Bergen Community College, will be made an Instructor, the month

following the submission of certified evidence of the conferral of the degree.

GUIDELINES

	ACADEMIC REQUIREMENTS	APPOINTMENT RELATED EXPERIENCE	PROMOTION EXPERIENCE TO NEXT STEP
PROFESSIONAL ASSISTANT	Bachelor (with 15 credits towards Master's)	1 year	---
	Bachelors	2 years	---
TECHNICAL ASSISTANT I	Bachelors	0 years	2 years
	Associate	4 years	---
	High School Grad	7 years	---
TECHNICAL ASSISTANT II	Associate	2 years	2 years as Tech. II
	High School Grad	5 years	2 years as Tech. II
TECHNICAL ASSISTANT III	Associate	0 years	2 years as Tech. III
	High School Grad	2 years	3 years as Tech. III
Promotion -	Based upon academic requirements, experience and recommendation.		

ARTICLE XV - DEFINITIONS

1. EQUATED EXPERIENCE - Two (2) years of high school level teaching, or two (2) years of high school student personnel work, or two (2) years of relevant experience in a counseling agency, or two (2) years of registrar and admissions work, or two (2) years in a high school professional rank library work, shall be equated to one (1) year of College level work.

Three (3) years of business, industrial or military experience, shall be equated to one (1) year of college level work.

Three (3) years of elementary school teaching, shall be equated to one (1) year of college level work.

Experience cannot be used at the same time to meet both academic and experience requirements.

2. RELEVANT - Related to discipline, faculty engaged to teach or area to which assigned and/or related to higher education, or community college, such as philosophy, history, psychology, educational methods and techniques, measurements and evaluation, administration, media utilization or bibliographic procedures.
3. LIBRARY & LEARNING RESOURCES DEPARTMENT - For the Library Print Media, the Master's Degree must be from a library school accredited by the American Library Association (ALA), or Bachelor of Library Science (30 credits, 5th year), obtained prior to 1950.

Learning Resources (non-print media) Master of Science, or Master of Arts in field of specialization, such as:

Instructional Media

Educational Communication

Communication, Engineering, etc.

These requirements may be waived on recommendation of the President if, in his judgement, the individual will bring credit to the College.

NOTE: Experience during special purpose leaves or sabbatical leaves, other than for restoration of health, shall be credited toward the experience requirement.

- Clarification:
- a. The clause under Academic Requirements, which stated the credits must have been completed during the ten (10) years preceding effective date of initial appointment, means that the credits had to be completed during the ten (10) years immediately preceding employment at Bergen Community College.
 - b. Part-time College classroom teaching shall be equated on the basis of half evaluation of full-time teaching, i.e., sixty (60) contact hours of part-time college teaching shall be equated to thirty (30) contact hours of college teaching or one year of teaching experience. For faculty members of Groups "C", "L", "R", "S", the experience is equated on the same formula. For example, a faculty member who served seventeen and a half (17½) hours per semester for a period of two (2) years, shall be equated as the equivalent of half year experience. During any one academic year, a faculty member cannot earn more than one (1) year of experience credit.

ARTICLE XVI - PERSONNEL FILES

1. PERSONNEL FILES - The following two (2) files shall be maintained for each member of the bargaining unit:

- A. Administration File

- B. Divisional File

- (A.) ADMINISTRATION FILE - The Administration File, shall be maintained in the office of the Dean of Instructional Services and shall include, but not be limited to, the following:

1. All materials requested by the College or supplied by the employee in connection with the employee's original employment.
2. All materials related to the employee's academic or professional performance at the College generated by, or made available to the College.
3. Materials relating to final resignation or discharge.
4. Any statements that the employee wishes to have entered, in response to or in elaboration of any other item in his file.

No materials shall be placed in the employee's Administration File, until the employee has been given the opportunity to read the contents, and attach any comments he may so desire. Each document shall be initialed by the employee, before being placed in his file, as evidence of his having read such document. This initialing, shall not be deemed to constitute approval by the employee of the content of such document. If the employee refuses to initial any document, after having been given an opportunity to read same, a statement to that effect, witnessed by a second party, shall be affixed to the document. The Administration File is to be confidential and, with the exception of the following listed materials, shall be available only to the employee for examination at his request, and to the parties concerned at grievance or dismissal hearings:

- a. References and other confidential information.
- b. Placement records which contain references from outside sources.
- c. Transcripts restricted by the sending institution.
- d. Confidential materials relating to the discharge of a faculty member.

At the employee's option, a representative of the Association may accompany the employee, when he examines his file.

- (B.) DIVISIONAL FILE - The Departmental File, shall be maintained in the office of the Dean of the division, to which the employee is assigned and shall include, but not be limited to, the following:

1. All materials related to the employee's academic or professional performance generated by, or made available to the College.
2. Any statements that the employees wishes to have entered in response to, or in elaboration of, any item placed in his file.

No materials shall be placed in the employee's divisional file, until the employee has been given the opportunity to read the contents and attach any comments he may so desire. Each such document, shall be initialed by the employee before being placed in his file, as evidence of his having read such document. This initialing, shall not be deemed to constitute approval by the employee, of the contents of such document. If the employee refuses to initial any document after having been given an opportunity to read same, a statement to that effect, witnessed by a second party, shall be affixed to the document.

The Division File is to be confidential, and shall be available only to the employee for examination at his request, to members of the Promotion Committee, and to the parties concerned at grievance or dismissal hearings. At the employee's option, a representative of the Association, may accompany the employee when he examines his file.

ARTICLE XVII - GRIEVANCE PROCEDURE

1. INTENT - The College and the Association, agree that they will use their best efforts to encourage the informal and prompt settlement of complaints and grievances, which may arise between the Association, its members and the College. The orderly processes, hereinafter set forth, will be the sole method used for the resolution of all complaints and grievances.
2. DEFINITIONS - A complaint is an informal claim by an employee in the bargaining unit, or by the Association of improper, unfair, arbitrary or discriminatory treatment.

A complaint may, but need not, constitute a grievance. Complaints shall be processed through the informal grievance procedure, as herein set forth.

A grievance is an allegation, by an employee or the Association, that there has been:

- A. A breach, misinterpretation, or improper application of the terms of this agreement; or
- B. An arbitrary or discriminatory application of, or a failure to act pursuant to, the by-laws and written policies or

other administrative decisions of the College, related to the terms and conditions of employment.

3. INFORMAL PROCEDURE FOR HANDLING COMPLAINTS - Any employee in the bargaining unit, may present and discuss his complaint, either with or without a representative of the Association. Similarly, a representative of the Association, may present and discuss a complaint on behalf of any employee in the bargaining unit, or group of employees in the bargaining unit, with the Assistant Dean of the division involved, or administrative officer to whom he is responsible, or with whom the complaint is directly concerned and the procedure shall be entirely informal. Any settlement, withdrawal, or disposition of a complaint, at this informal stage, shall not constitute a binding precedent in the settlement of a similar complaint. Informal procedures terminate, when the complainant signs a dated statement to that effect.
4. FORMAL PROCEDURE FOR HANDLING GRIEVANCES - In the presentation of a grievance, the faculty member shall have the right to present his own case, or to designate a representative to appear with him at any step of his grievance. The President or his designee, shall have the right to designate a representative to participate equally, at any stage of the grievance procedure.

- Step 1. If a complaint is not satisfactorily resolved in informal discussion, a grievance may be filed within seven (7) school days, in writing, on the official grievance form, with the President of the College or his designee, setting forth the nature of the grievance, the remedy requested and shall be signed by the grievant. Any grievance not filed within the time specified above, shall be deemed waived by the grievant and the Association.

Within seven (7) school days from the date of receipt of the grievance by the President or his designee, the President or his designee shall arrange to meet with the grievant, in an effort to resolve the grievance. The President or his designee shall indicate his disposition of the grievance, in writing, with seven (7) school days of the last meeting with the grievant. A copy of the President's disposition, shall be transmitted to the grievant. Any grievance not answered within the time specified above, shall be deemed as granting relief to the grievant.

- Step 2. If the grievant is not satisfied with the disposition of the grievance by the President or his designee, he may transmit the grievance to the Board of Trustees of Bergen Community College, by filing a copy of the grievance within seven (7) school days of receipt of the decision, through normal College channels, with the

secretary of the Board of Trustees. Board of Trustees shall, within thirty (30) calendar days of the receipt of the grievance, by the secretary of the Board, hold a hearing on it, if the grievant requests such a hearing. Otherwise, the Board of Trustees may consider the written record submitted to it by the grievant, or the Board may, on its own motion, conduct a hearing.

The Board of Trustees shall make a determination of the grievance in writing, within seven (7) days of the last hearing, or last submission of materials, indicating its disposition of the grievance. A copy of the Board's disposition shall be transmitted to the grievant and the President. The disposition of the grievance by the Board of Trustees, shall be final.

The Personnel Committee of the Board of Trustees, or a special three member committee of the Board of Trustees designated by the Board of Trustees, may be substituted for the Board of Trustees, if the Board of Trustees so decides for the purpose of holding a hearing on a grievance, and such a hearing shall be as binding on all parties as if held by the Board of Trustees.

Any grievance not answered within the time specified above, shall be deemed as granting relief to the grievant.

ARTICLE XVIII - ENGAGEMENT OF NEW FACULTY

The following principles shall be followed in the engagement of new faculty:

A newly engaged faculty member (assume engaged in the month of May, to begin employment in July or September) will be engaged on a dollar value with absolutely no relationship to step in the salary guide. When the new guide is established, this new faculty member will be paid the dollar amount contracted for, if such a dollar amount is in the guide (not step). In no instance shall he receive less than the amount he was told he would get when he was engaged the previous May. Furthermore, anyone who is engaged before the guide is officially established, i.e. September, shall be treated in the same manner as noted above.

ARTICLE XIX - LECTURER CLASSIFICATION

It is hereby mutually understood and agreed as follows:

The College may hire Lecturers under terms and conditions of employment, as substantially outlined in the attached draft of a "Statement of Understanding" dated June 26, 1978. The Lecturer designation is intended to be used to replace faculty who are on leave of absence, to staff temporary or pilot programs, and to meet

emergency situations such as, unexpected enrollments, death, etc.. The College shall advise the Association of each Lecturer line established, prior to actually hiring a Lecturer.

BERGEN COMMUNITY COLLEGE

Statement of Understanding Concerning
an Appointment as Lecturer

In consideration of my appointment as a Lecturer at Bergen Community College, I acknowledge and accept the following terms and conditions of employment:

1. This appointment is a full-time term appointment which is not a tenure track position. It is an appointment which has no contractual right to reappointment.
2. This appointment will be for one (1) semester.
3. When the appointment is for teaching, it will require fifteen (15) contact hours of teaching per week, per semester and four (4) office hours weekly. When the appointment is for a non-teaching position, the appointment will encompass the normal professional responsibilities of a full-time professional employee, in the area of appointment, except as modified below.
4. A specific Lecturer line shall not exist in a department budget for more than two (2) consecutive years.
5. A lecturer may receive an overload assignment, after the assignment has been offered to and refused by a full-time faculty member. Likewise, a Lecturer may receive an assignment to assist with Registration; such assignment shall not eliminate the opportunity for extra compensation for a full-time faculty member, unless the opportunity has been offered to and refused by the full-time faculty member.
6. Salaries for Lecturers shall be in accordance with the attached Lecturer Salary Guide. In the event that the Lecturer is reappointed for a third consecutive semester, his/her salary will be adjusted upward by one increment. (i.e. move vertically one line in the same column)
7. A Lecturer shall be entitled to five (5) sick days with pay in a semester.
8. The College will provide the Lecturer, at its own cost and expense, with the full family Blue Cross, Blue Shield, Rider "J", and Major Medical Insurance, subject to applicable regulations.

9. The President or his designee, may approve a request for bereavement leave with pay, for a period of up to three (3) days for a death in the immediate family (father, mother, brother, sister, spouse, child, grandchild, grandmother, grandfather, father-in-law and mother-in-law.) There shall be no paid leaves of absence other than those provided in this paragraph, and paragraph seven (7) above.
10. A Lecturer shall not be appointed or elected to College or department committees.
11. A Lecturer shall have no voting privileges in the department or in College governance organizations.
12. A Lecturer may be assigned during all hours or days in which College activities in his/her area are in operation, but for a period of no more than five (5) days per week and seven (7) hours per day, (unless on overload assignment per paragraph 5 above.)
13. It is understood and agreed, that the above privileges and benefits are the only privileges and benefits that the College will provide, and that no others are to be inferred.

LECTURER SALARY GUIDE

	A	B	C	D	E	F	G	H	OVER LOAD	2/3 RATE
1.	10106	10156	10207	10258	10309	10361	10413	10465	17.04	11.36
2.	10517	10570	10623	10676	10729	10783	10837	10891	17.49	11.66
3.	10945	11000	11055	11110	11166	11222	11278	11334	17.94	11.96
4.	11391	11448	11505	11563	11620	11678	11737	11796	18.38	12.25
5.	11855	11914	11973	12033	12093	12154	12215	12276	18.84	12.56
6.	12337	12399	12461	12523	12586	12649	12712	12775	19.29	12.86
7.	12839	12903	12968	13033	13098	13163	13229	13295	19.75	13.17
8.	13362	13429	13496	13563	13631	13699	13698	13837	20.19	13.46
9.	13906	13975	14045	14115	14186	14257	14328	14400	20.64	13.76
10.	14472	14544	14617	14690	14764	14837	14912	14986	29.98	13.99
11.	15061	15136	15212	15288	15365	15441	15519	15596	21.54	14.36
12.	15674	15752	15831	15910	15990	16070	16150	16231	22.01	14.67
13.	16312	16394	16476	16558	16641	16724	16808	16892	22.46	14.97
14.	16976	17061	17146	17232	17318	17405	17492	17579	22.94	15.29

MEMORANDUM OF UNDERSTANDING
NON-TRADITIONAL TEACHING MEMBER

THIS AGREEMENT is entered into the first day of July, 1982 by and between the Board of Trustees of Bergen Community College and the Bergen Community College Faculty Association wherein the parties recognize the need for a non-traditional teaching member hereinafter known as GROUP NT member.

The GROUP NT member shall be a full time faculty member who shall teach thirty-two hours and schedule two office hours per week for 16 weeks during the Fall Semester and for 16 weeks during the Spring Semester. During the 16 week Fall and Spring Semesters the GROUP NT member shall have a maximum of 60 students. Additionally, the GROUP NT member shall work a scheduled one hundred and fifty-five hours and twenty-five minutes during the two summer sessions (twelve week period).

Compensation for the non-traditional teaching member shall be the same as other full time members of GROUP "T" plus ten (10%) percent of base salary for the two summer sessions (twelve week period). Except as modified herein, GROUP NT members shall be entitled to all other rights and fringe benefits of GROUP "T" members.

Responsibilities assigned to each position shall be outlined in a position description; a copy of which shall be maintained in the Office of Personnel Services.

IN WITNESS WHEREOF, the parties hereto set their respective hands and seals this 28 day of July, 1982.

Olav L. Sævi
Witness

Per Kyp
Witness

BOARD OF TRUSTEES OF
BERGEN COMMUNITY COLLEGE

By: Margaret Wynne
Chairperson, Board of Trustees

BERGEN COMMUNITY COLLEGE
FACULTY ASSOCIATION

By: R. P. L. S.
President, BCC Faculty Association

IN WHITNESS WHERE OF, the parties have hereto set their respective hands and seals this 18 day of May 1983

BERGEN COMMUNITY COLLEGE

L. J. Baddish
WITNESS

A. A. Alexander
CHAIRMAN BOARD OF TRUSTEES

BERGEN COMMUNITY COLLEGE
FACULTY ASSOCIATION

James Devino
WITNESS

B. Neil Coder
PRESIDENT B.C.C. FACULTY ASSOCIATION

L. Alice Sater
VICE-PRESIDENT B.C.C. FACULTY ASSOC.

Elizabeth Foster
SECRETARY B.C.C. FACULTY ASSOCIATION

Sater
TREASURER B.C.C. FACULTY ASSOCIATION

Richard W. Comerford
CHAIRPERSON REPRESENTATIVE ASSEMBLY
B.C.C. FACULTY ASSOCIATION

APPENDIX "A"

1982 - 1983

FULL PROFESSOR (STEPS 16 (H) TO 28 (G))

	A	B	C	D	E	F	G	H	OVER LOAD RATE	2/3 RATE
16	*****	*****	*****	*****	*****	*****	*****	24311	28.64	19.09
17	24432	24554	24677	24801	24925	25049	25174	25300	29.21	19.47
18	25427	25554	25682	25810	25939	26069	26199	26330	29.85	19.90
19	26462	26594	26727	26861	26995	27130	27266	27402	30.89	20.59
20	27539	27677	27815	27954	28094	28234	28376	28517	31.93	21.29
21	28660	28803	28947	29092	29238	29384	29531	29678	32.98	21.99
22	29827	29976	30126	30276	30428	30580	30733	30886	33.63	22.42
23	31041	31196	31352	31509	31666	31825	31984	32144	34.27	22.85
24	32304	32466	32628	32791	32955	33120	33286	33452	34.86	23.24
25	33619	33788	33956	34126	34297	34468	34641	34814	35.48	23.65
26	34988	35163	35339	35515	35693	35871	36051	36231	36.07	24.05
27	36412	36594	36777	36961	37146	37332	37518	37706	36.66	24.44
28	37894	38084	38274	38466	38658	38851	39046	*****	36.95	24.63

1982 - 1983

ASSOCIATE PROFESSOR (STEPS 12 (G) TO 26 (B))

[illegible]

APPENDIX "A"

1982 - 1983

ASSISTANT PROFESSOR (STEPS 9 (D) TO 23 (D))

	A	B	C	D	E	F	G	H	OVER LOAD RATE	2/3 RATE
9	*****	*****	*****	17934	18023	18113	18204	18295	24.02	16.01
10	18386	18478	18571	18664	18757	18851	18945	19040	24.50	16.33
11	19135	19231	19327	19423	19520	19618	19716	19815	25.13	16.75
12	19914	20013	20113	20214	20315	20417	20519	20621	26.45	17.63
13	20724	20828	20932	21037	21142	21248	21354	21461	27.76	18.51
14	21568	21676	21784	21893	22003	22113	22223	22334	28.40	19.93
15	22446	22558	22671	22784	22898	23013	23128	23244	29.02	18.35
16	23360	23477	23594	23712	23830	23950	24069	24190	29.62	19.75
17	24311	24432	24554	24677	24801	24925	25049	25174	30.27	20.18
18	25300	25427	25554	25682	25810	25939	26069	26199	30.90	20.60
19	26330	26462	26594	26727	26861	26995	27130	27266	31.56	21.04
20	27402	27539	27677	27815	27954	28094	28234	28376	32.21	21.47
21	28517	28660	28803	28947	29092	29238	29384	29531	32.81	21.87
22	29678	29827	29976	30126	30276	30428	30580	30733	33.45	22.30
23	30886	31041	31196	31352	*****	*****	*****	*****	34.01	22.67

1982 - 1983

INSTRUCTOR (STEPS 4 (E) TO 16 (G))

	A	B	C	D	E	F	G	H	OVER LOAD RATE	2/3 RATE
4	*****	*****	*****	*****	15061	15136	15212	15288	22.27	14.85
5	15365	15441	15519	15596	15674	15752	15831	15910	22.71	15.14
6	15990	16070	16150	16231	16312	16394	16476	16558	23.35	15.57
7	16641	16724	16808	16892	16976	17061	17146	17232	24.27	16.18
8	17318	17405	17492	17579	17667	17756	17844	17934	25.17	16.78
9	18023	18113	18204	18295	18386	18478	18571	18664	25.80	17.20
10	18757	18851	18945	19040	19135	19231	19327	19423	26.43	17.62
11	19520	19618	19716	19815	19914	20013	20113	20214	27.07	18.05
12	20315	20417	20519	20621	20724	20828	20932	21037	27.71	18.47
13	21142	21248	21354	21461	21568	21676	21784	21893	28.34	18.89
14	22003	22113	22223	22334	22446	22558	22671	22784	28.96	19.31
15	22898	23013	23128	23244	23360	23477	23594	23712	29.60	19.73
16	23830	23950	24069	24190	24311	24432	24554	*****	30.27	20.18

1982 - 1983

ASSOCIATE INSTRUCTOR (STEPS ZZ (E) TO 16 (G))

	A	B	C	D	E	F	G	H	OVER LOAD RATE	2/3 RATE
ZZ	*****	*****	*****	*****	12337	12399	12461	12523	19.48	12.99
0	12586	12649	12712	12775	12839	12903	12968	13033	19.87	13.25
1	13098	13163	13229	13295	13362	13429	13496	13563	20.51	13.67
2	13631	13699	13768	13837	13906	13975	14045	14113	21.23	14.15
3	14186	14257	14328	14400	14472	14544	14617	14690	21.94	14.63
4	14764	14837	14912	14986	15061	15136	15212	15288	22.66	15.11
5	15365	15441	15519	15596	15674	15752	15831	15910	23.30	15.53
6	15990	16070	16150	16231	16312	16394	16476	16558	23.92	15.95
7	16641	16724	16808	16892	16976	17061	17146	17232	24.54	16.36
8	17318	17405	17492	17579	17667	17756	17844	17934	25.17	16.78
9	18023	18113	18204	18295	18386	18478	18571	18664	25.80	17.20
10	18757	18851	18945	19040	19135	19231	19327	19423	26.43	17.62
11	19520	19618	19716	19815	19914	20013	20113	20214	27.07	18.05
12	20315	20417	20519	20621	20724	20828	20932	21037	27.71	18.47
13	21142	21248	21354	21461	21568	21676	21784	21893	28.34	18.89
14	22003	22113	22223	22334	22446	22558	22671	22784	28.96	19.31
15	22898	23013	23128	23244	23360	23477	23594	23712	29.60	19.73
16	23830	23950	24069	24190	24311	24432	24554	*****	30.27	20.18

1982 - 1983

PROFESSIONAL ASSISTANT - LIBRARY ASSOCIATE (95%)

	A	B	C	D	E	F	G	H	OVER LOAD RATE	2/3 RATE
4	*****	*****	*****	*****	14308	14380	14451	14524	21.16	14.10
5	14596	14669	14743	14816	14890	14965	15040	15115	21.57	14.38
6	15190	15266	15343	15419	15497	15574	15652	15730	22.18	14.79
7	15809	15888	15967	16047	16127	16208	16289	16370	23.06	15.37
8	16452	16535	16617	16700	16784	16868	16952	17037	23.91	15.94
9	17122	17208	17294	17380	17467	17554	17642	17730	24.51	16.34
10	17819	17908	17998	18088	18178	18269	18360	18452	25.11	16.74
11	18544	18637	18730	18824	18918	19013	19108	19203	25.72	17.14
12	19299	19396	19493	19590	19688	19787	19886	19985	26.32	17.55
13	20085	20185	20286	20388	20490	20592	20695	20799	26.92	17.95
14	20903	21007	21112	21218	21324	21430	21537	21645	27.51	18.34
15	21753	21862	21971	22081	22192	22303	22414	22526	28.12	18.75
16	22639	22752	22866	22980	23095	23211	23327	*****	28.76	19.17

APPENDIX "A"

1982 - 1983

TECHNICAL ASSISTANT I (91%)

	A	B	C	D	E	F	G	H	OVER LOAD RATE	2/3 RATE
4	*****	*****	*****	*****	13706	13774	13843	13912	20.27	13.51
5	13982	14052	14122	14192	14263	14335	14406	14478	20.67	13.78
6	14551	14624	14697	14770	14844	14918	14993	15068	21.25	14.17
7	15143	15219	15295	15371	15448	15526	15603	15681	22.09	14.72
8	15760	15838	15918	15997	16077	16158	16238	16320	22.90	15.27
9	16401	16483	16566	16648	16732	16815	16899	16984	23.48	15.65
10	17069	17154	17240	17326	17413	17500	17587	17675	24.05	16.03
11	17764	17852	17942	18031	18122	18212	18303	18395	24.63	16.42
12	18487	18579	18672	18765	18859	18954	19048	19144	25.22	16.81
13	19239	19335	19432	19529	19627	19725	19824	19923	25.79	17.19
14	20022	20123	20223	20324	20426	20528	20631	20734	26.35	17.57
15	20837	20942	21046	21152	21257	21364	21470	21578	26.94	17.96
16	21686	21794	21903	22013	22123	22233	22344	*****	27.55	18.36

1982 - 1983

TECHNICAL ASSISTANT II (86%)

	A	B	C	D	E	F	G	H	OVER LOAD RATE	2/3 RATE
4	*****	*****	*****	*****	12952	13017	13082	13148	19.15	12.77
5	13213	13280	13346	13413	13480	13547	13615	13683	19.53	13.02
6	13751	13820	13889	13959	14028	14099	14169	14240	20.08	13.39
7	14311	14383	14455	14527	14600	14673	14746	14820	20.87	13.91
8	14894	14968	15043	15118	15194	15270	15346	15423	21.65	14.43
9	15500	15577	15655	15734	15812	15891	15971	16051	22.19	14.79
10	16131	16212	16293	16374	16456	16538	16621	16704	22.73	15.15
11	16788	16872	16956	17041	17126	17211	17298	17384	23.28	15.52
12	17471	17558	17646	17734	17823	17912	18002	18092	23.83	15.89
13	18182	18273	18364	18456	18549	18641	18734	18828	24.37	16.25
14	18922	19017	19112	19208	19304	19400	19497	19595	24.91	16.60
15	19693	19791	19890	19989	20089	20190	20291	20392	25.46	16.97
16	20494	20597	20700	20803	20907	21012	21117	*****	26.03	17.35

1982 - 1983

TECHNICAL ASSISTANT III (82%)

	A	B	C	D	E	F	G	H	OVER LOAD RATE	2/3 RATE
4	*****	*****	*****	*****	12350	12412	12474	12536	18.26	12.17
5	12599	12662	12725	12789	12853	12917	12982	13047	18.62	12.41
6	13112	13177	13243	13309	13376	13443	13510	13578	19.15	12.76
7	13646	13714	13782	13851	13920	13990	14060	14130	19.90	13.27
8	14201	14272	14343	14415	14487	14560	14632	14706	20.64	13.76
9	14779	14853	14927	15002	15077	15152	15228	15304	21.16	14.10
10	15381	15458	15535	15613	15691	15769	15848	15927	21.67	14.45
11	16007	16087	16167	16248	16329	16411	16493	16575	22.20	14.80
12	16658	16742	16825	16909	16994	17079	17164	17250	22.72	15.15
13	17336	17423	17510	17598	17686	17774	17863	17952	23.24	15.49
14	18042	18132	18223	18314	18406	18498	18590	18683	23.75	15.83
15	18777	18871	18965	19060	19155	19251	19347	19444	24.27	16.18
16	19541	19639	19737	19836	19935	20034	20135	*****	24.82	16.55

